

Opening Language Bar in Microsoft Office Tutorial

The Language bar is available in MS Office 2002 and later versions to include Word, Access, Outlook, PowerPoint, Word, Excel, FrontPage, Publisher, and InfoPath. The Language bar appears in the upper-right corner of the screen in Microsoft Office programs. It is used for speech recognition, text to speech, and handwriting recognition. You can move the Language bar out of the way by temporarily hiding it. You can also close the Language bar so that it no longer appears. If you close the Language bar, you cannot use the features on the Language bar.

There are two ways to show the Language bar:

1. In the Microsoft Windows **Start** menu, click **Control Panel**.
2. Click **Date, Time, Language, and Regional Options**.
3. Click **Regional and Language Options**, click the **Languages** tab.
4. Under **Text services and input languages**, click **Details**.
5. On the **Settings** tab, under **Preferences**, click **Language Bar**, and then select the **Show the Language bar on the desktop** check box.

OR

1. In any Office program, click on **Speech** on the **Tools** menu.
2. In some programs such as Word, a '**Welcome to Office Speech Recognition**' dialog box will appear.
3. If you plan on using **Speech Recognition**, continue and train a file.
4. If you are not planning on using **Speech Recognition**, click **Cancel**.
5. When the dialog box appears saying that **you must configure the microphone before using Speech Recognition**, click **OK**.
6. The Language bar will open at the top of the document in the toolbar area.

To have the document read:

1. Put the **cursor** where you want it to start reading
2. Click on the **Speak** button on the Language bar, the **Speak** button becomes a **Stop** button
3. Click on the **Stop** button on the Language bar to stop speaking

To minimize the Language bar:

1. **Right-click** on **any button** on the Language bar
2. Click on **Minimize**
3. The Language bar will be placed in the **Windows Taskbar**

To close the Language bar:

1. **Right-click** on **any button** on the Language bar
2. Click on **Close the Language bar**

Office 2007 with XP

6. In the Microsoft Windows **Start** menu, click **Control Panel**.
7. Click on **Regional and Language Options**.
8. Click on the **Languages** tab.
9. Under **Text services and input languages**, click **Details**.
10. On the **Settings** tab, under **Preferences**, click **Language Bar**, and then select the **Show the Language bar on the desktop** check box. Click **OK** to close the dialog box, then click **OK** 2 more times to exit all dialog boxes. The Language Bar should appear on your desktop.